



FINANCE COMMITTEE AGENDA

Room 700, Law and Justice Center

Tuesday, January 7, 2003

5:30 p.m.

1. Roll Call
2. Approval of Minutes – November 3, 2002 and November 17, 2002
3. Departmental Matters:
 - A. Phil Dick, Building and Zoning
 - 1) Items to be presented for Action:
 - a) Request Approval of an Amended Motor Vehicle Lease Agreement for Show Bus 1 - 5
 - B. Don Lee, Nursing Home Administrator
 - 1) Items to be presented for Information:
 - a) Monthly Report 6 - 8
 - b) General Report
 - c) Other
 - C. Robert Kahman, Supervisor of Assessments
 - 1) Items to be presented for Information:
 - a) Assessment Status Report 9 - 10
 - b) General Report
 - c) Other
 - D. Gene Jontry, Regional Office of Education
 - 1) Items to be presented for Action:
 - a) Request Approval of an Intergovernmental Agreement to Fund the McLean, DeWitt and Livingston Counties Educational Service Region 11 - 13
 - E. Paul Kinsella, Veteran's Assistance Commission
 - 1) Items to be presented for Information:
 - a) Annual Report for 2002 14 - 15

- b) General Report
 - c) Other

- F. Ruth Weber, County Recorder
 - 1) Items to be presented for Information:
 - a) Semi-Annual and Annual Recorder's Office Activity Report 16 - 17
 - b) Recorder's Response to Internal Auditor's Memo (*To be provided at meeting*)
 - c) General Report
 - d) Other

- G. Jackie Dozier, County Auditor
 - 1) Items to be presented for Information:
 - a) Show Bus Audit Report 20 - 24
 - b) McLean County Petty Cash/ Cash on Hand Audit Report 25 - 27
 - c) General Report
 - d) Other

- H. Robert Keller, Health Department Administrator
 - 1) Items to be presented for Action:
 - a) Request Approval of an Ordinance of the McLean County Board Amending the 2002 Combined Appropriation and Budget Ordinance for Fund 0107 – Bioterrorism 28 - 29
 - b) Request Approval of an Ordinance of the McLean County Board Amending the 2003 Combined Appropriation and Budget Ordinance for Fund 0107 – Bioterrorism 30 - 31
 - c) Request Approval of a Resolution Amending the Fiscal Year 2003 McLean County Full-Time Equivalent Position Resolution associated With an Ordinance to amend the Fiscal Year 2003 McLean County Combined Appropriation and Budget Ordinance for Fund 0107 32
 - 2) Items to be presented for Information:
 - a) Memo regarding the Relationship of Finance Committee Actions to Board of Health Agenda Items 33 - 34
 - b) General Report
 - c) Other

- I. Peggy Ann Milton, County Clerk
 - 1) Items to be presented for Information
 - a) Survey Cards Result Memo 35
 - b) General Report
 - c) Other

- J. James Boylan, County Treasurer
- 1) Items to be presented for Action:
 - a) Request Approval of an Ordinance to Establish a Tax Sale Automation Fund
In the Office of the County Treasurer 36
 - 2) Items to be presented for Information:
(Documents to be provided at meeting)
 - a) Accept and place on file County Treasurer's Report as of December 31, 2002
 - b) Accept and place on file County Treasurer's Investment Report as of December 31, 2002
 - c) Accept and place on file County Treasurer's Employee Benefits Fund Report for the Fourth Quarter
 - 2) Items to be presented for Information:
 - a) General Report
 - b) Other
- K. William Yoder, State's Attorney
- 1) Items to be presented for Action:
 - a) EXECUTIVE SESSION –
Personnel/Employment Matters
- L. John M. Zeunik, County Administrator
- 1) Items to be presented for Action:
 - a) Request Approval of a Resolution Establishing Mileage Reimbursement Rate for Use of Private Vehicles for County Business 37 - 38
 - b) EXECUTIVE SESSION –
Collective Bargaining
 - 2) Items to be presented for Information:
 - a) General Report
 - b) Other

4. Recommend payment of bills and transfers, if any, to County Board

5. Adjournment



INTER-OFFICE COMMUNICATION
DEPARTMENT OF BUILDING AND ZONING
Phone: 888-5160

TO: Chairman, Matt Sorensen and Finance Committee
FROM: Mike Behary, County Planner *MSB*
DATE: December 30, 2002
RE: **Lease Agreement with SHOW BUS for a vehicle**

The attached amended lease agreement is for the buses that SHOW BUS leases from McLean County. The County has recently received a new vehicle for SHOW BUS. The new vehicle was delivered on December 20th 2002. The previous lease that was recently approved by the Finance Committee will now have to be amended to reflect the new VIN number of the new vehicle.

I will be present at the January 7th Finance Committee meeting to answer any questions or concerns. Please call me if I can be of further assistance.

Enclosure: Motor Vehicle Lease Agreement between McLean County and SHOW BUS

MOTOR VEHICLE LEASE AGREEMENT

Bloomington, Illinois January 21, 2003

This Lease Agreement between the COUNTY OF McLEAN, (the "Lessor") and MEADOWS MENNONITE HOME (SHOW BUS), (the "Lessee"):

WITNESSETH:

The Lessor hereby leases to the Lessee and the Lessee hereby rents and leases from the Lessor the motor vehicles described herein, together with all optional equipment, accessories, spare parts and substitute and replacement parts and equipment now or hereafter attached thereto (the "vehicles"), on the terms and conditions hereinafter set out.

DESCRIPTION OF VEHICLES

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>VIN#</u>
1994	FORD	BRAUN	1FTJS34G8RHB78597
1994	FORD	BRAUN	1FTJS34G9RHB78592
1998	FORD	ELDORADO	1FDXE40F3WHB91379
1998	DODGE	RAM VAN/B350 MAXIVAN	2B7LB31Z9WK158253
2000	DODGE	RAISED ROOF VAN	2B7LB31Z7YK168458
2000	FORD	ELDORADO	1FDXE45F0YHC01202
2000	FORD	ELDORADO	1FDXE45F5YHC01227
2002	FORD	ELDORADO	1FDWE35L52HB52792

Lessee represents that the vehicles being leased are and will be used solely in connection with Lessee's obligations to McLean County in providing transportation services pursuant to Section 5311 of the Federal Transit Act of 1991 for Public Transportation Operating Assistance. Lessee's address is R.R. #1, Box 310, Chenoa, IL 61726.

1. **TERM** The term of this lease is three years from the date first set out above. The lease term expires on January 21, 2006, on which date the Lessee shall return the vehicles to the Lessor unless the parties hereto enter into a new or renewed lease agreement on or before that date.

2. **RENT** The Lessee agrees to pay to Lessor the sum of 0 dollars during the term of the Lease Agreement. However, in consideration of having the use of the vehicles for the term and purposes set out herein, the Lessee agrees as follows:

3. **LESSEE'S WARRANTIES** Lessee agrees and warrants that the vehicles have been delivered to Lessee in good operating condition and are free of defects and are suitable for the intended use of the Lessee. Lessee warrants that it and all persons who will operate the vehicles hold currently valid driver's licenses issued by the State of Illinois and that neither Lessee nor such other operators have been convicted of such traffic violations or have such a traffic accident record as would be cause for cancellation of the insurance required hereunder.

4. **INSURANCE** Lessee shall supply at its sole expense, and maintain in full force and effect during the term of the lease and thereafter until the vehicles have been returned to the Lessor, a policy or policies of insurance written by a company satisfactory to the Lessor, by the terms of which Lessor and Lessee, together and severally, are named as the insureds and are protected against liability and/or loss arising out of the condition, maintenance, use, or operation of the vehicles herein leased, in amounts not less than \$3,000,000 combined single limits for property damage, bodily injury, or death; \$350,000 uninsured/underinsured motorists coverage; with deductible amounts not exceeding \$250 comprehensive and \$500 collision. Such policy or policies of insurance shall provide at least ten days advance notice to Lessor in writing of cancellation or change or modification in any terms, conditions or amounts of coverage provided herein. Lessor shall be provided with a true copy or certificate of such insurance. Should Lessee fail to produce or pay the cost of maintaining in force the insurance specified herein or to provide Lessor with a copy or certificate of such insurance, Lessor may, but shall not be obligated to, procure such insurance and Lessee shall reimburse Lessor on demand for the cost thereof. Suffering lapse or cancellation of the required insurance shall be an immediate and automatic default by Lessee hereunder.

5. **INDEMNITY** Lessee agrees to indemnify and hold Lessor free and harmless from any liability, loss, cost, damage, expense, including attorney's fees, which Lessor may suffer or incur as a result of any claims which may be made by any person or persons, including but not limited to Lessee, its agents and employees, that arise out of or result from the manufacture, delivery, actual or alleged ownership, performance, use, operation, selection, leasing and/or return of the vehicles, whether such claims are based on negligence, whether of Lessor or another, breach of contract, breach of warranty, absolute liability or otherwise.

6. **TITLE** This instrument is a lease and not an installment contract. The vehicles are the sole property of the Lessor and Lessee shall insure that Lessor is named as owner on any certificate of title issued with respect to the vehicles. Lessee shall have no right, title, or interest in or to the vehicles except for the right to operate and use the vehicles for the purposes stated herein and not as the agent of Lessor, so long as Lessee is not in default under the terms of this lease.

7. **USE BY LESSEE** Lessee agrees to use the vehicles only for lawful purposes. Lessee agrees not to assign, transfer or sublet its rights or otherwise encumber its interest hereunder. In the event Lessee fails to pay any assessment, tax, lien or fine levied against the vehicles, Lessor may, at its election, make such payment and Lessee shall reimburse Lessor on demand. Lessee shall indemnify and hold Lessor harmless from any and all fines, forfeiture, damages, or penalties resulting from violations of any law, ordinance, rule, or regulation.

8. **MAINTENANCE** Lessee shall keep and maintain the vehicles in good operating condition and working order as required in the maintenance program described in the Owner's Manual and shall perform all protective maintenance required to insure full validation of the manufacturer's warranty. Such maintenance hereinbefore described shall be made at the Lessee's expense.

9. **LICENSE, TAXES, AND OTHER EXPENSES** Lessee agrees to pay all costs, expenses, fees and charges incurred in connection with the licensing and registration of said vehicles, of title thereto and in connection with the use and operation thereof during the term of this lease, including without limitation, gasoline, oil, lubrication, repairs, maintenance, tires, storage, parking, tools, fines, towing,

servicing costs, as well as all sales taxes, use taxes, personal property and other ad valorem taxes and all assessments and other governmental charges whatsoever and by whomsoever payable on the said vehicles or on the use, ownership, possession, rental, shipment, transportation, delivery or operation of same. Lessor shall in no way be obligated to maintain, repair or service said vehicles.

10. TERMINATION This lease agreement may be terminated by the Lessor in the event one or more of the terms of this lease agreement is breached by the Lessee or the Lessee is in default as provided in the lease agreement. Upon the discovery of the breach or default as the case may be, the Lessee shall surrender the vehicles to the Lessor on demand. Lessee shall remain liable and responsible for any pending claims, maintenance, repairs, taxes, licenses, and any other expenses associated with Lessee's use of the vehicles.

11. DEFAULT In the event that the Lessee does not pay any charge, expense, or cost herein agreed to be paid by Lessee when due, or fails to obtain or maintain any insurance required by this Lease, or violates or fails to perform or otherwise breaches any undertaking or covenants contained in this Lease, or any other Lease or Lessor, or becomes insolvent or makes an assignment for the benefit of creditors, or files a voluntary petition in bankruptcy, or if any voluntary petition in bankruptcy is filed against the Lessee, or other proceeding for the appointment of a receiver for Lessee is filed, or if proceedings for reorganization, extension and/or composition with creditors under any provision or federal law be instituted by or against Lessee, or if the property of Lessee be levied upon or if Lessor should otherwise deem itself or the vehicles unsafe or unsecured or should Lessor in good faith believe that the prospect of payment of rental or other payment or other performance by Lessee is impaired, then and in any such event, the Lessee shall be deemed in default of this Lease. Upon the occurrence of any such default, Lessor may, at its option and without notice or demand, declare this agreement in default and thereupon the vehicles and all rights of Lessee therein shall be surrendered to Lessor and Lessor may take possession of the vehicles wherever found, with or without process of law, and for this purpose may enter upon any premises of Lessee or wherever the same be found, without liability therefore. The Lessor may retain all rentals and payment and resale proceeds theretofore received and other sums, if any, otherwise payable to the Lessee hereunder and the Lessor shall be entitled to recover from Lessee any unpaid charges for the balance of the lease term for the vehicles and all other sums, if any, due to come due, together with all costs and expenses, including reasonable attorney's fees, incurred by Lessor in the enforcement of its rights and remedies hereunder. The repossession and sale of the vehicles by Lessor shall not affect Lessor's right to recover from Lessee all damages which Lessor may have suffered by reason of Lessee's breach of any provision of this Lease and Lessor may sell any such vehicles with or without advertisement, at public or private sale and without notice thereof to Lessee. The rights and remedies of Lessor in the event of default herein mentioned shall not be deemed exclusive but shall be cumulative and in addition to all other rights and remedies in Lessor's favor existing by law.

12. APPLICABLE LAW This Lease has been executed by the Lessee and delivered to the Lessor at the Lessor's offices in Bloomington, Illinois, and it shall be governed by and interpreted under the laws of Illinois.

13. LOCATION The vehicles shall be principally kept or garaged where not in use at the Lessee's address as set out above or at such other address in the State of Illinois as the Lessee shall give Lessor written notice of. The vehicles shall not be removed from the State of Illinois, except for trips of short duration, without the prior written consent of Lessor.

14. **MISCELLANEOUS** This instrument constitutes the entire agreement between the parties and shall be binding upon the parties and their respective heirs, executors, administrators, successors or assigns and shall only be amended by a written instrument signed by the parties hereto. Any waiver of the performance of any of the terms, covenants or conditions hereof by either party shall not be construed as thereafter waiving any such terms, condition or covenants, but the same shall remain in full force and effect, as if no such waiver had occurred.

15. **SEVERABILITY** This agreement is severable, and the invalidity, or unenforceability, of any provision of this Agreement, or any party hereof, shall not render the remainder of this Agreement invalid or enforceable.

16. This agreement may be amended by the mutual written consent of both parties.

17. **COUNTERPARTS** This lease agreement shall be executed in multiple counterparts, each of which shall constitute a duplicate original.

IN WITNESS WHEREOF, the parties hereto have executed this lease on the date first above written, and the Lessee acknowledges receipt of a completely filled-in, executed counterpart.

MEADOWS MENNONITE HOME (SHOWBUS)
Lessee

Robert O. Bertsche, President

ATTEST:

COUNTY OF McLEAN
Lessor

Peggy Ann Milton, County Clerk
McLean County, Illinois

Michael Sweeney, Chairman
McLean County Board

Pwd/Lease_SH.Lease_SH1102

MCLEAN COUNTY NURSING HOME

ACCRUED EXPENDITURE

December 26, 2002

	2002 BUDGET	2002 MONTHLY ALLOC	NOV. 2002 ACCRUED EXPENSE	YTD ALLOC	ADJUSTED YTD EXPENSE	REMAINING BUDGET	YTD VARIANCE AMOUNT	PER CENT OF BUDGET SPENT	PROJECTED EXPENSE 12/31/02	PROJECTED VARIANCE 12/31/02
SALARIES	2,937,984	241,478	281,535	2,688,457	2,752,568	185,416	64,112	94%	3,008,046	70,062
INMR	123,395	10,142	11,824	112,915	115,608	7,787	2,693	94%	126,338	2,943
MED/LIFE	292,445	8,913	24,037	267,607	267,607	24,838	0	92%	292,445	0
SOC/SEC	224,756	18,473	21,537	205,667	210,571	14,184	4,905	94%	230,116	5,360
VAC LIAB	25,000	2,055	2,055	22,877	22,877	2,123	0	92%	25,000	0
SELBACK	0	0	0	0	0	0	0	#DIV/0!	0	0

PERSONNEL	3,603,580	281,061	340,988	3,297,523	3,369,231	234,349	71,709	93%	3,681,945	78,364
COMMODITIES	537,825	44,205	63,862	492,147	516,622	21,203	24,476	96%	564,572	26,747
CONTRACTUAL	1,163,276	95,612	88,495	1,064,477	879,506	283,770	(184,971)	76%	961,137	(202,139)
CAPITAL	172,350	14,166	52,528	157,712	122,594	49,756	(35,118)	71%	133,973	(38,377)

GRAND TOTAL	5,477,031	435,044	545,873	5,011,859	4,887,955	589,077	(123,904)	89%	5,341,627	(135,404)
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MCLEAN COUNTY NURSING HOME

ACCRUED REVENUE

December 26, 2002

	2.002 BUDGET	2.002 MONTHLY ALLOC	NOV. 2002 ACCRUED REVENUE	YTD ALLOC	ADJUSTED YTD REVENUE	REMAINING BUDGET	YTD VARIANCE AMOUNT	PER CENT OF BUDGET	PROJECTED REVENUE 12/31/02	PROJECTED VARIANCE 12/31/02
MEDICARE REIMBURSEMENT	545,304	44,820	39,856	498,991	662,175	(116,871)	163,184	121%	723,634	178,330
IDPA REIMBURSEMENT	2,646,673	217,535	171,983	2,421,887	1,974,698	671,975	(447,189)	75%	2,157,979	(488,694)
SCHOOLING REIMB (MARC)	1,000	82	0	915	0	1,000	(915)	0%	0	(1,000)
JDC LAUNDRY	6,000	493	0	5,490	5,850	150	359	97%	6,393	393
JDC FOOD	25,000	2,055	0	22,877	26,274	(1,274)	3,397	105%	28,712	3,712
MEALS	500	41	103	458	355	145	(103)	71%	388	(112)
PVT PAY REVENUE	1,547,600	127,200	159,590	1,416,160	1,580,224	(32,624)	164,064	102%	1,726,891	179,291
UNCLASS	6,000	493	189	5,490	38,028	(32,028)	32,538	634%	41,558	35,558
INTEREST EARNED	140,000	11,507	3,443	128,110	45,626	94,374	(82,484)	33%	49,860	(90,140)
SALE OF ASSETS	0	0	0	0	0	0	0	#DIV/0!	0	0
TRANSFER IN	358,042	29,428	32,988	327,633	333,330	24,712	5,697	93%	364,268	6,226
TELEPHONE REIMB	0	0	720	0	7,320	(7,320)	7,320	93%	7,999	7,999

TOTAL ACC REVENUE	5,276,119	433,654	408,871	4,828,010	4,673,880	602,239	(154,130)	89%	5,107,683	(168,436)
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TOTAL ACC REVENUE	5,276,119	433,654	408,871	4,828,010	4,673,880	602,239	(154,130)	89%	5,107,683	(168,436)
LESS ACCRUED EXPENSE	(5,477,031)	(435,044)	(545,873)	(5,011,859)	(4,887,955)	(589,077)	123,904	89%	(5,341,627)	(135,404)

ACC REV - (ACC EXP)	(200,912)	(1,390)	(137,002)	(183,849)	(214,075)	13,163	(30,226)		(233,944)	
PLUS CAP EXP	0	14,166	52,528	157,712	122,594	49,756	(35,118)		133,973	

ACC BALANCE	(200,912)	12,776	(84,473)	(26,136)	(91,480)	62,918	(65,344)		(99,971)	
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McLEAN COUNTY NURSING HOME

CENSUS Report - 2002

MONTH	AVG MEDICARE	AVG PVT PAY	AVG IDPA	AVG BED HOLD	AVG CENSUS	AVG VACANT
JANUARY	8.65	39.29	79.03	2.97	129.94	20.06
FEBRUARY	4.79	43.07	77.14	3.61	128.61	21.39
MARCH	7.55	45.00	72.26	2.52	127.33	22.67
APRIL	3.50	46.53	73.77	2.23	126.03	23.97
MAY	4.48	45.16	76.39	0.77	126.80	23.20
JUNE	7.00	44.17	82.07	1.00	134.23	15.77
JULY	9.42	45.13	78.52	1.26	134.32	15.68
AUGUST	6.87	43.90	76.97	1.65	129.39	20.61
SEPTEMBER	6.60	42.50	80.10	1.67	130.87	19.13
OCTOBER	4.42	44.74	81.58	1.45	132.19	17.81
NOVEMBER	6.10	49.20	78.83	2.27	136.40	13.60
DECEMBER						

YTD AVERAGE	6.31	44.43	77.88	1.94	130.56	19.44
% OF CAPACITY	4.20%	29.62%	51.92%	1.30%	87.04%	12.96%

DAILY CENSUS

CEK1

	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	0	120
NON-CERT																				
PA SKILL	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	0	120
PA INT	70	71	71	71	70	70	69	69	69	70	69	69	68	68	68	68	68	67	68	0 2066
PP SKILL	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	4	4	4	4	0 96
PP INT	44	44	43	43	44	44	45	44	44	44	43	42	42	42	44	44	44	45	44	43 0 1313
SUB-TOTAL	124	122	121	121	121	121	121	124	120	120	120	119	118	117	117	119	120	119	119	0 3595

[illegible]

Assessment Status Report

Township	Book to	To	Printer	To	Publisher	Newspaper	Date of Publication	Final Filing Date	2001 Factor	2002 Factor	Complaints Filed	B/R's Filed	Books Closed
Allin	08/08/02	09/25/02	09/25/02	09/25/02	Pantagraph	Pantagraph	09/29/02	10/29/02	1.0629	1.0561	8	4	
Anchor	12/20/02	12/26/02	12/26/02	12/26/02	Ridgeview Review	Ridgeview Review	01/02/03	02/03/03	1.0586	1.0323			
Arrowsmith	09/13/02	09/26/02	09/26/02	09/26/02	Pantagraph	Pantagraph	10/02/02	11/01/02	1.0335	1.0000	1	1	
Bellflower	11/19/02	11/23/02	11/23/02	11/23/02	LeRoy Journal	LeRoy Journal	12/04/02	01/03/03	1.0278	1.0943			
Bloomington					Pantagraph	Pantagraph			1.0228				
Blue Mound	10/02/02	10/05/02	10/05/02	10/07/02	Ridgeview Review	Ridgeview Review	10/10/02	11/12/02	1.0208	1.0419	8	1	
Cheney's Grove	10/29/02	10/31/02	10/31/02	11/01/02	Ridgeview Review	Ridgeview Review	11/07/02	12/09/02	1.0154	1.0585	3	2	
Chenoe	09/27/02	09/28/02	09/28/02	09/30/02	Chenoe Town Crier	Chenoe Town Crier	10/03/02	11/04/02	1.0638	1.0177	14	4	
City					Pantagraph	Pantagraph			1.0461				
Cropsey	12/20/02	12/26/02	12/26/02	12/26/02	Ridgeview Review	Ridgeview Review	01/02/03	02/03/03	1.0568	1.0000			
Dale	12/10/02	12/12/02	12/12/02	12/12/02	Pantagraph	Pantagraph	12/17/02	01/16/03	1.0201	1.0283			
Danvers	11/07/02	11/09/02	11/09/02	11/11/02	Quill	Quill	11/14/02	12/16/02	1.0385	1.0362	9	4	
Dawson	10/21/02	10/21/02	10/21/02	10/21/02	Pantagraph	Pantagraph	10/25/02	11/25/02	1.0406	1.0000	3	10	
Downs	10/11/02	10/14/02	10/14/02	10/14/02	Pantagraph	Pantagraph	10/18/02	11/18/02	1.0098	1.1121	18	9	
Dry Grove					Quill	Quill			1.0165				
Empire	10/31/02	11/02/02	11/02/02	11/02/02	LeRoy Journal	LeRoy Journal	11/06/02	12/06/02	1.0258	1.0526	25	6	
Funk's Grove					Heyworth Star	Heyworth Star			1.0644				
Gridley	10/08/02	10/09/02	10/09/02	10/14/02	Gridley Village Times	Gridley Village Times	10/17/02	11/18/02	1.0488	1.0122	18	1	
Hudson	10/09/02	10/11/02	10/11/02	10/14/02	Quill	Quill	10/17/02	11/18/02	1.0204	1.0702	11	2	
Lawndale	12/20/02	12/26/02	12/26/02	12/26/02	Ridgeview Review	Ridgeview Review	01/02/03	02/03/03	1.0377	1.0000			
Lexington	11/26/02	12/03/02	12/03/02	12/03/02	Lexingtonian	Lexingtonian	12/12/02	01/13/03	1.0979	1.0192	2	3	
Martin	10/02/02	10/05/02	10/05/02	10/07/02	Ridgeview Review	Ridgeview Review	10/10/02	11/12/02	1.0609	1.0476	16	2	
Money Creek	11/19/02	11/22/02	11/22/02	11/25/02	Lexingtonian	Lexingtonian	11/28/02	12/30/02	1.0178	1.0539	15	4	
Mount Hope					Heyworth Star	Heyworth Star			1.0625				
Normal					Normalite	Normalite			1.0403				
Old Town	11/15/02	11/16/02	11/16/02	11/16/02	Pantagraph	Pantagraph	11/22/02	12/23/02	1.0352	1.0490	21	12	
Randolph	10/02/02	10/04/02	10/04/02	10/04/02	Heyworth Star	Heyworth Star	10/10/02	11/12/02	1.0111	1.0350	16	14	
Towanda	12/18/02	12/20/02	12/20/02	12/20/02	Pantagraph	Pantagraph	12/26/02	01/27/03	1.0370	1.0582			
West	10/29/02	11/01/02	11/01/02	11/01/02	LeRoy Journal	LeRoy Journal	11/06/02	12/06/02	1.1085	1.1385		2	
White Oak	07/08/02	09/23/02	09/23/02	09/23/02	Quill	Quill	09/26/02	10/28/02	1.0000	1.0000	1		
Yates	12/20/02	12/26/02	12/26/02	12/26/02	Chenoe Town Crier	Chenoe Town Crier	01/02/03	02/03/03	1.0858	1.0323			
											189	81	

EA V Change 2001 vs 2002

2002SAEQ will change by Board of Review Actions

Township	2001FINAL	2002SAEQ	\$ change	% change
Allin	\$18,575,417	\$18,612,188	\$36,771	0.2%
Anchor	\$10,667,604	\$10,183,820	(\$483,784)	-4.5%
Arrowsmith	\$12,302,521	\$11,717,690	(\$584,831)	-4.8%
Bellflower	\$14,610,041	\$14,854,213	\$244,172	1.7%
Bloomington	\$207,941,697	\$0	\$0	0.0%
Blue Mound	\$13,281,576	\$12,834,388	(\$447,188)	-3.4%
Cheney's Grove	\$15,508,876	\$15,843,940	\$335,064	2.2%
Chenoa	\$29,588,256	\$30,022,727	\$434,471	1.5%
City	\$931,952,258	\$0	\$0	0.0%
Cropsey	\$5,427,919	\$5,166,346	(\$261,573)	-4.8%
Dale	\$47,216,000	\$33,396,074	(\$13,819,926)	-29.3%
Danvers	\$31,517,158	\$32,297,579	\$780,421	2.5%
Dawson	\$15,369,882	\$14,961,786	(\$408,096)	-2.7%
Downs	\$24,693,559	\$26,789,494	\$2,095,935	8.5%
Dry Grove	\$59,160,862	\$0	\$0	0.0%
Empire	\$60,176,272	\$63,922,497	\$3,746,225	6.2%
Funk's Grove	\$14,810,878	\$0	\$0	0.0%
Gridley	\$37,974,243	\$37,729,866	(\$244,377)	-0.6%
Hudson	\$44,316,066	\$47,545,304	\$3,229,238	7.3%
Lawndale	\$8,941,431	\$8,301,497	(\$639,934)	-7.2%
Lexington	\$41,084,636	\$41,532,638	\$448,002	1.1%
Martin	\$20,937,292	\$21,012,234	\$74,942	0.4%
Money Creek	\$37,408,365	\$39,817,973	\$2,409,608	6.4%
Mount Hope	\$25,164,808	\$0	\$0	0.0%
Normal	\$588,680,332	\$0	\$0	0.0%
Old Town	\$76,367,529	\$66,138,644	(\$10,228,885)	-13.4%
Randolph	\$60,469,986	\$63,589,173	\$3,119,187	5.2%
Towanda	\$137,665,638	\$29,699,983	(\$107,965,655)	-78.4%
West	\$13,129,550	\$12,502,550	(\$627,000)	-4.8%
White Oak	\$13,966,547	\$13,909,872	(\$56,675)	-0.4%
Yates	\$8,967,220	\$8,557,080	(\$410,140)	-4.6%

INTERGOVERNMENTAL AGREEMENT TO FUND
THE McLEAN, DeWITT AND LIVINGSTON COUNTIES
EDUCATIONAL SERVICE REGION

WHEREAS, the County Boards of McLean, DeWitt and Livingston Counties have enacted joint resolutions incorporating Livingston County in the McLean and DeWitt Counties Educational Service Region in accordance with Section 3A-4 of the Illinois School Code (105 ILCS 5/3A-4).

WHEREAS, Section 3A-7 of the Illinois School Code (105 ILCS 5/3A-7) states that counties pay for the expenses of an Education Service Region in the proportion that the equalized and assessed valuation of the taxable property in the county bears to the total equalized and assessed valuation of all of the property in the region; and

WHEREAS, Article 7, Section 10(a) of the Illinois Constitution expressly permits local governments to enter into agreements to exercise, combine, or transfer any power or function not prohibited by law or ordinance; and

WHEREAS, the parties agree that each county has the power and duty to pay for the expenses of their Educational Service Region under Section 3A-7 of the Illinois School Code and that there are no laws or ordinances which prohibit them from entering into this Intergovernmental Agreement pursuant to the authority provided in the Illinois Constitution; and

WHEREAS, the parties agree that it is in the best interests of the citizens of McLean, DeWitt and Livingston Counties to remain as one Educational Service Region and provide oversight and funding for such Region in accordance with the terms of this agreement, now, therefore,

IT IS HEREBY AGREED by and between the County Boards of McLean, DeWitt and Livingston Counties as follows:

1. That the Joint Education Committee of McLean, DeWitt and Livingston Counties shall consist of the following members: three (3) members from McLean County, one (1) member from DeWitt County, and one (1) member from Livingston County.
2. That for the Educational Service Region's **2001-2002** fiscal year, McLean County shall contribute 60%, DeWitt County shall contribute 20% and Livingston County shall contribute 20% of the cost of defraying the expenses of the Educational Service Region.
3. That for the Educational Service Region's **2002-2003** fiscal year, McLean County shall contribute 60%, DeWitt County shall contribute 20% and Livingston County shall contribute 20% of the cost of defraying the expenses of the Educational Service Region.
4. That for the Educational Service Region's **2003-2004** fiscal year, McLean County shall contribute 63%, DeWitt County shall contribute 18% and Livingston County shall contribute 19% of the cost of defraying the expenses of the Educational Service Region.

5. That for the Educational Service Region's **2004-2005** fiscal year, McLean County shall contribute 64%, DeWitt County shall contribute 17% and Livingston County shall contribute 19% of the cost of defraying the expenses of the Educational Service Region.
6. That for the Educational Service Region's **2005-2006** fiscal year, McLean County shall contribute 65%, DeWitt County shall contribute 16% and Livingston County shall contribute 19% of the cost of defraying the expenses of the Educational Service Region.
7. That this agreement shall terminate December 31, 2006.
8. That this agreement may only be amended by agreement of all of the parties.
9. No waiver or breach of this agreement or any provision hereof shall constitute a waiver of any other or further breach of this agreement or any provision hereof.
10. This agreement is severable, and the invalidity, or unenforceability, of any provision of this agreement, or any party hereof, shall not render the remainder of this agreement invalid or unenforceable.
11. That the Intergovernmental Agreement to Fund the McLean, DeWitt and Livingston Counties Educational Service Region entered into on March 19, 2002 is hereby terminated and replaced with this agreement.

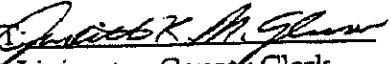
This agreement is entered into this _____ day of _____, 2003 by the County Boards of McLean, DeWitt and Livingston Counties.

County of McLean

By: _____
Chairman

ATTEST: _____
McLean County Clerk

County of Livingston

By: 
ChairmanATTEST: 

Livingston County Clerk

County of DeWitt

By: 
ChairmanATTEST: 

DeWitt County Clerk



Welcome to

McLean County Illinois



Veterans Assistance Commission of McLean County

McBarnes Building, 201 East Grove Street

Bloomington, Illinois 61701

(309) 888-5140 / 5141

Subject: Veteran's Assistance Commission Annual Report for 2002

1. The Veterans Assistance Office is required by law to submit an Annual Report to the Governor of Illinois that details the assistance provided to the Veterans of McLean County for Calendar Year 2002.

2. As of December 31st, 2002, the total sums of financial assistance provided to Veterans of McLean County are listed below:

a. Rent/House Payment Assistance:	\$29,646.27
b. Utility Assistance	\$ 8,625.38
c. Food Assistance	\$ 2,010.87
d. Transportation Assistance	\$ 2,536.00
e. Medicine Assistance	\$ 40.00

3. As of December 31st, 2002, the total number of Veterans of McLean who received assistance through the office are listed below:

a. Calls Received:	3,625	Average per day: 17
b. Calls Out:	862	Average per day: 4
c. Walk-In/ Appts	1,331	Average per day: 6
d. Veterans provided Transportation to Peoria Veterans Clinic, Danville VA Hospital, Indianapolis VA Hospital, and Iowa City Veterans Hospital (These Exact Numbers are not tracked).		

4. Please direct any question or comments to the undersigned.

Paul Kinsella

Superintendent

VAC of McLean County

(309) 888-5141/5140

encl

Financial Spreadsheet (1)

Veterans Assistance Commission of McLean County

VAC Annual Report for 2002

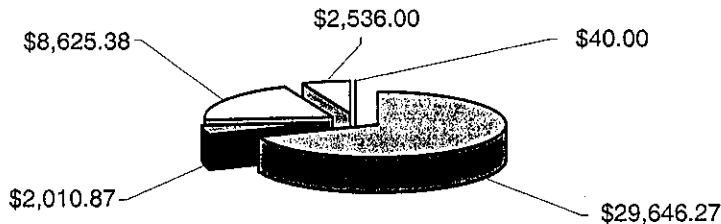
Month	Rent	Food	Utilities	Transportation	Medicine	Vouchers	Monthly Monetary Totals
January	\$ 2,433.04	\$ 563.20	\$ 639.67	\$ 185.83	\$ -	36	\$ 3,821.74
February	\$ 1,508.93	\$ 99.56	\$ 742.43	\$ 239.87	\$ 20.00	33	\$ 2,610.79
March	\$ 3,869.55	\$ 330.00	\$ 608.26	\$ 120.00	\$ 10.00	34	\$ 4,937.81
April	\$ 2,646.96	\$ 238.67	\$ 375.25	\$ 360.00	\$ -	35	\$ 3,620.88
May	\$ 3,144.67	\$ 90.00	\$ 765.33	\$ 150.00	\$ 10.00	34	\$ 4,160.00
June	\$ 1,698.38	\$ 90.00	\$ 438.98	\$ 210.00	\$ -	28	\$ 2,437.36
July	\$ 3,406.00	\$ 180.00	\$ 876.94	\$ 29.50	\$ -	23	\$ 4,492.44
August	\$ 903.00	\$ -	\$ 632.25	\$ 407.50	\$ -	27	\$ 1,942.75
September	\$ 625.00	\$ 92.93	\$ 1,123.87	\$ 137.00	\$ -	15	\$ 1,978.80
October	\$ 3,946.64	\$ 206.51	\$ 900.08	\$ 150.00	\$ -	38	\$ 5,203.23
November	\$ 2,041.00	\$ 50.00	\$ 779.18	\$ 210.00	\$ -	29	\$ 3,080.18
December	\$ 3,423.10	\$ 70.00	\$ 743.14	\$ 336.30	\$ -	35	\$ 4,572.54

Grand Total

\$42,858.52

Totals:	\$ 29,646.27	\$ 2,010.87	\$ 8,625.38	\$ 2,536.00	\$ 40.00	367
(Monetary)						Voucher Totals

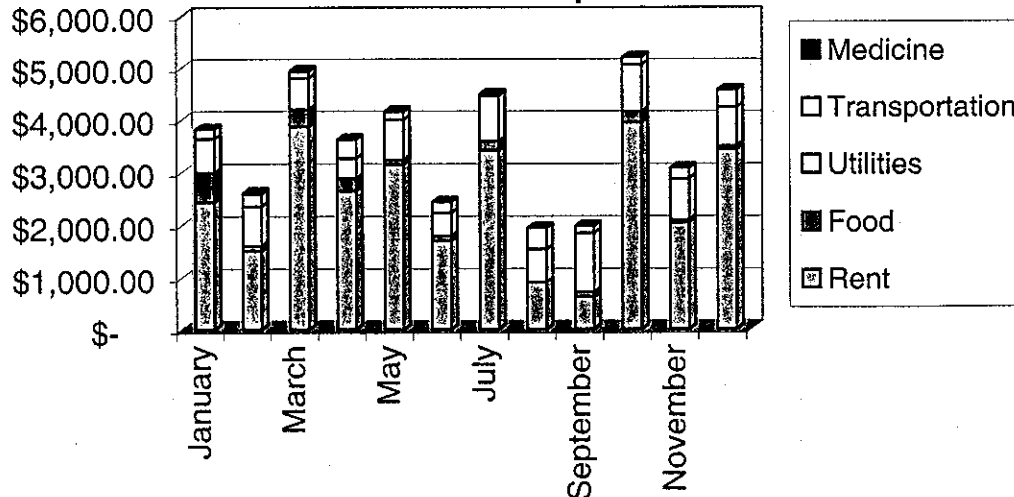
Annual Assistance per Category



Average Monthly Assistance
\$ 3,571.54

Questions or Comments?
Contact Paul Kinsella
at 888-5141

VAC Assistance Totals per Month





Ruth Weber
County Recorder

(309) 888-5171 Fax (309) 888-5927 e-mail: ruth@mclean.gov
104 W. Front, Room 708 P.O. Box 2400 Bloomington, Illinois 61702-2400

January 2, 2003

To: Finance Committee Chairman and Members

From: Ruth Weber, Recorder

The following summary is a report on the work activity in the Recorder's office during 2002 and compares it with previous years.

Documents Recorded

2002	53,272	15% Increase
2001	45,313	30% Increase
2000	31,807	18% Decrease
1999	38,947	12% Decrease
1998	44,445	37% Increase
1997	32,934	2% Decrease
1996	33,682	19% Increase
1995	28,519	11% Increase
1994	32,163	19% Decrease
1993	40,723	8% Increase
1992	37,602	



Ruth Weber
County Recorder

(309) 888-5171 Fax (309) 888-5927 e-mail: ruth@mclean.gov
104 W. Front, Room 708 P.O. Box 2400 Bloomington, Illinois 61702-2400

January 3, 2003

To: Finance Committee Chairman and Members

From: Ruth Weber, Recorder *Ruth Weber*

The following gives you a summary of revenue taken in by the Recorder's Office for the year 2002. The 53, 272 documents recorded by our office was the largest number ever recorded in the history of the office.

	2002	2001
Copies	\$44,266.72	\$39,046.55
Recording Fees	778,443.00	639,662.60
County Revenue Stamps	359,151.25	334,755.75
Document Storage	152,243.00	132,413.00
State Revenue Stamps	717,805.50	676,815.70
Microfilm Roll Sales	4,895.00	6,325.00
GIS Fund	101,389.00	89,094.00
GIS Document	50,550.00	44,547.00
Total	\$2,208,743.47	\$1,962,659.60

An additional \$246,083.87 was taken into the office in 2002 over 2001.

All indications are that a heavy influx of documents will continue for another four to six months.

To: The Honorable Members of the Finance Committee, McLean County Board
John Zeunik, McLean County Administrator

Via: Jackie Dozier, McLean County Auditor
Ruth Weber, McLean County Recorder

From: Walter Hunt, McLean County Internal Auditor

Subj: Progress Report on External Auditor's Management Letter

Date: October 30, 2002

FINDINGS:

1. The External Auditor indicated three areas of concern that pertained to the Recorder's office in their 2001 Management Letter. Remedial action is complete in two of these areas but still lacking in the final one. Additionally, there is a finding that pertains to pre-2001 audits that needs to be addressed.
2. The bank account at Commerce Bank was closed out in June 2002. This means that there is no longer any need to conduct monthly reconciliations between the bank account and the General Ledger. Action complete.
3. Computer controls that preclude misappropriation through subsequent editing of cash transactions are being used. A Voided Fees Report is run at the end of the day to indicate if any transactions were voided subsequent to their initial entry. It is reviewed but not kept on file with the rest of the end of day report. Action complete.
4. The Revenue Stamp Inventory has not been reconciled to the General Ledger to date. This item has been the subject of numerous write-ups in previous years' audits. Action pending.
5. Due to the increased number of transactions conducted in the Recorder's office there is a lack of segregation of duties. The person running the Voided Fees Report is also involved in receiving and controlling funds (both cash and checks) received throughout the day. This was not cited in the Management Letter for the Audit conducted in 2001, but had been cited the previous year. Action pending

RECOMMENDATIONS:

1. Keep a copy of the Voided Fees Report with the rest of the end of day reports. All staff in the Recorder's office have been assigned a user ID number. This identifies which staff member has made a particular entry into the system and when it was done. Additionally, each workstation is identified in the report. The end of day report includes a Voided Fees Report that indicates if any transaction was subsequently voided. Only Sharon and Shirley have the authority and ability to enter the system to void a transaction. Currently, Sharon Dunham runs the report and Shirley Deerwester serves as a backup.
2. A template has been provided to the Recorder's office to assist in doing reconciliations. The External Auditor has been very clear in mandating the need to accomplish this on at least a monthly basis.
3. In order to keep the duties segregated, the person running the report and reviewing it at day end should not be involved in the transactions of that day. The high level of activity in the office makes it difficult to accommodate this segregation of duties. One possible solution would require the Recorder to be the one to shoulder this responsibility. Another possibility is to try and organize the duties in the office in a manner different than the current operations. That way the employee who has responsibility to run and review the Voided Fees Report is limited to working in an area that does not involve financial transactions during the course of that day.

Memorandum

To: The Honorable Members of the McLean County Finance Committee

From: Auditor's Office

Date: 12/31/02

Re: Audit Updates on Showbus and Cash

Enclosed are the results of two audits conducted in December. The first one deals with McLean County's role as a Pass Through Entity (PTE) of federal funds in support of the Showbus program. Showbus is designed to provide transportation for residents of rural and non-urban areas. The needs addressed through this program include medical, educational and social events and appointments. Previous findings by the County's external auditors have cited a need for greater oversight by McLean County. The initial audit conducted in September and the subsequent one conducted in December should meet the requirements of the external auditors.

The Cash audit covered a number of departments in possession of cash for Petty Cash or Cash on Hand. Audits of cash are conducted in order to access the internal control of an organization and the safeguarding of assets.

Showbus Audit

BACKGROUND:

Showbus is a program administered by Meadows Mennonite Retirement Community. It provides Non-Urbanized Area Transportation to the local community, in this case McLean, Ford, Iroquois, Livingston, and Kankakee counties. It is partially supported by federal grants under Section 5311 and 5310 of the Federal Transportation Administration. The Showbus office is co-located with Meadows Mennonite Retirement Home in the town of Meadows, approximately three miles west of Chenoa.

McLean County functions as a Pass-Through Entity, whereby the primary recipient (the county) passes the federal grant on to a sub-recipient (Showbus).

In the past, McLean County's oversight of the program has been minimal and been the subject of numerous write-ups in County audits and management letters, as well as the Showbus compliance assessments.

In response to these concerns the County Auditor's office initiated a program to review the operations and financial records of Showbus on a quarterly basis. This commenced with the third quarter of 2002 when visual inspections of several buses and a site visit were conducted in September 2002

It must be emphasized that it is the responsibility of Showbus to maintain their eligibility. The responsibility of the county is focused on monitoring their operations and reviewing their fiscal stewardship of Section 5311 monies.

FINDINGS:

1. Two vehicles were selected for inspection and found to be in good operating condition with appropriate paper work and safety equipment on board.
2. To date the County sub-recipient monitoring system has been non-existent.
3. Copies of the County's OMB Circular A-133 have not been forwarded to the Illinois Department of Transportation.
4. McLean County does not have or maintain a property management system in accordance with 49 CFR part 18.32(d)(1).
5. To date the County has not performed periodic inspections of all property acquired under Section 5311 grant funds.
6. A Warranty in accordance with the Federal Transit Administration Section 5333(b) has not been signed and placed into effect.
7. The Section 5333(b) Warranty has not been posted in a place where affected employees can see it.
8. A copy of the Warranty has not been placed on file with the Illinois Department of Transportation.
9. Could not trace \$4,347.44 on the Revenue line 401.02 (Senior Citizens Fares) of the Quarterly Financial Data Report to the supporting schedule. The supporting schedule shows a total of \$5,377.00 received over the quarter.
10. Could not trace \$2,706.79 on the Revenue line 431.00 (Contributed Cash) of the Quarterly Financial Data Report to the supporting schedule. The supporting schedule shows a total of \$1,775.00 received over the quarter.

ACTIONS TO DATE:

1. Vehicle inspections have begun.
2. Sub-recipient monitoring has begun.
3. Copy of OMB Circular A-133 needs to be sent IDOT.
4. A spreadsheet to satisfy the requirements of 49 CFR has been created and will be kept on hand at the County Auditor's office. A copy will be forwarded to Showbus. A search of county records was conducted to determine the extent of assets purchase with Section 5311 funds. The results of this search yielded totaled eight van/buses and eight radios.
5. Periodic Inspections have begun.
6. Administrator's office has taken for action.
7. Administrator's office has taken for action.
8. Administrator's office has taken for action.
9. Revenue Reconciliation received from Showbus.
10. Revenue Reconciliation received from Showbus.

Showbus Audit
December 19, 2002
Follow-Up

BACKGROUND:

Showbus is a program administered by Meadows Mennonite Retirement Community. It provides Non-Urbanized Area Transportation to the local community, in this case McLean, Ford, Iroquois, Livingston, and Kankakee counties. It is partially supported by federal grants under Section 5311 and 5310 of the Federal Transportation Administration. The Showbus office is co-located with Meadows Mennonite Retirement Home in the town of Meadows, approximately three miles west of Chenoa. The buses/vans used in the program are housed in Chenoa and in Watseka.

McLean County functions as a Pass-Through Entity, whereby the primary recipient (the county) passes the federal grant on to a sub-recipient (Showbus).

The sub-recipient monitoring for the October-December 2002 period was conducted on December 19, 2002. Financial records supporting the July-September, 2002 request for payment were reviewed at this point. Additionally, all vehicles purchased with funds that passed through McLean County were inspected. This amounted to six vehicles that were inspected, the other two were inspected in September 2002.

FINDINGS:

1. Six vehicles were selected for inspection. Four were found to be in Good operating condition and two are listed as Fair. Appropriate paper work (insurance and registration) and safety equipment was verified as being on board.
2. All vehicles that were listed as Handicap Accessible were required to demonstrate their capabilities. This included all six vehicles. All the wheelchair ramps and elevators were noted as operating properly.

RECOMMENDATIONS:

1. N/A

McLean County
Petty Cash / Cash on Hand Audit
December 18-31, 2002

An audit of McLean County's Petty Cash / Cash on Hand accounts was conducted by the Auditor's Office from December 18 through December 31, 2002. The audit was conducted to determine that the appropriate internal controls are in place at each location to ensure that the assets are adequately safeguarded. A selection of accounts was conducted, rather than an audit of each account.

The Petty Cash account should be used to purchase incidental supplies and cover expenditures that occur unexpectedly. Examples of this might include purchasing batteries for communication devices and postage stamps. The petty cash should be under the direct control of a person responsible for its maintenance and security. It should not be used as a means to circumvent normal purchasing procedures. Additionally, it should never be used for personal reasons, such as a repository for temporary IOUs.

The cash on hand functions similarly to a cash drawer at a retail establishment. Each day the drawer starts with the general ledger amount and is increased by the number of cash transactions that occur through the day. A transaction report is run to date to ascertain that the cash drawer is balanced. A quick summation of the cash transactions plus the cash on hand starting balance should render the total amount in the drawer.

The Circuit Clerk's office varies slightly from this routine. The cash on hand drawer is used solely for providing change to the customer. The fees charged are receipted and immediately placed in the lockboxes at each service counter. An example of this would be someone who pays a \$40 fine with a \$50 bill. Change is created for the \$50 bill out of the cash on hand drawer, \$40 is placed in the lockbox along with a receipt and the customer is given \$10 change. The cash on hand drawer has remained at the same balance throughout the transaction, it has merely substituted the \$50 bill for the smaller denominations that were previously there.

A spreadsheet is included with this report to summarize the findings. A more detailed discussion is included below to highlight areas of concern. A final section makes specific recommendations on how to rectify any deficiencies observed.

Findings - Petty Cash:

1. Six petty cash accounts were audited.
2. All six petty cash accounts were within one cent of the General Ledger.
3. The Nursing Home has an envelope containing \$21.46 over and above the petty cash account. This is a repeat finding from the previous audit conducted in June. The ownership of these funds is unknown.

Findings - Cash on Hand:

4. Six cash on hand accounts were audited.
5. Four of the six cash on hand accounts were equal to the amount recorded in the General Ledger.
6. The Health Department was \$50 over the General Ledger amount. This was a repeat item from the June 2002 cash audit. Further investigation by the Health department revealed that in 1998 the department moved into the Champion West building. At this time an additional \$50 was requested for the cash on hand in order to accommodate an extra register in the building. The journal entries to record this had never been made.
7. The Circuit Clerk's office was \$10 short.
8. The Circuit Clerk splits up the cash on hand total between several divisions.
 - Civil is given \$400
 - Traffic is given \$300
 - Child Support is given \$810 - Child Support keeps their balance in a bank account. A reconciliation of the Child Support bank account was reviewed.
 - Criminal should have a balance of \$300 but is currently short \$10. The reason for this shortage is unknown.
 - Lastly, an additional \$500 is kept in the safe on the fourth floor to provide extra change should it be required for the Criminal and Traffic divisions. Due to the large number of high denomination bills received by the office it had been necessary to make one or more trips a day to the bank in order to keep sufficient small denomination bills on hand. A few months ago the Circuit Clerk's office requested, and received permission from the County Board, to retain an additional \$500 cash on hand, kept in the safe to minimize these midday trips to the bank.

Recommendations:

1. The Health Department has had the journal entry made to correct the positive variance of \$50. No Further Action Required.
2. The Circuit Clerk's office has brought the cash drawer back up to its required balance. No Further Action Required.
3. No comments or actions are warranted for the other departments.

<u>Account Name/ Office</u>	<u>General Ledger Account</u>	<u>General Ledger Balance</u>	<u>Audited Amount</u>	<u>Difference</u>
Petty Cash/ Court Services	0144 0105-0003	50.00	50.01	0.01
Petty Cash/ Health	0112 0105-0007	125.00	125.01	0.01
Petty Cash/ Juvenile Detention	0001 0105-0016	100.00	100.00	-
Petty Cash/ MetComm	0452 0105-0017	300.00	300.00	-
Petty Cash/ Nursing Home	0401 0105-0006	250.00	250.00	-
Petty Cash/ Sheriff	0001 0105-0005	100.00	100.00	-
 Cash on Hand/ Animal Control	 0112 0104-0008	 145.00	 145.00	 -
Cash on Hand/ Circuit Clerk	0001 0104-0002	2,310.00	2,300.00	(10.00)
Cash on Hand/ County Clerk	0001 0104-0001	100.00	100.00	-
Cash on Hand/ Health	0112 0104-0006	150.00	200.00	50.00
Cash on Hand/ Parks & Rec	0001 0104-0005	200.00	200.00	-
Cash on Hand/ Treasurer	0001 0104-0004	700.00	700.00	-

FY2002 AND FY2003 BUDGET AMENDMENT FOR FUND 0107
NARRATIVE

During calendar year 2002, the McLean County Health Department was notified by the Illinois Department of Public Health that it had been awarded federal funds under Grants to Locals for Public Health Preparedness and Response for Bioterrorism. These funds emanate from the U.S. Centers for Disease Control and Prevention under the Kennedy-Frist bill. The Department was originally awarded a planning grant in the amount of \$40,000 to cover the time period May 2002 through August 2003. During October and November of 2002, the department was provided several amendments to the original amount - \$52,000 for improvements in the computer network and high-speed Internet connectivity and \$21,304 for bioterrorism workforce development and training. Total funds available for bioterrorism preparedness stands at \$115,427 for the period May 1, 2002 through September 30, 2003.

A previous amendment to the County calendar year 2002 budget appropriated \$20,511 of the original \$40,000 for bioterrorism preparedness start-up through December 31st. An additional amendment to County Budget year 2002 of \$27,290 is required to appropriate funds used to expand and enhance the Health Departments computer network infrastructure and to defray cost of high speed broadband Internet. In addition, a budget amendment to modify the County Budget year 2003 budget in the amount of \$73,219 is attached to appropriate the remainder of the funds through September 2003. The Health Department plans to use these resources to assist in upgrading the network computer infrastructure to provide 100Mbps data speed to the desktop computers at the 200 West Front St. location. This will included equipment purchases including Cisco switches, DNS server, core chassis for equipment security, and additional equipment upgrades to maximize the use of the IDPH Health Alert Network (HAN) and Illinois' version of the National Electronic Disease Surveillance System (I-NEDSS). Also \$21,304 is being budgeted for competency based training, needs assessment, and development of training plans that address bioterrorism preparedness and response.

In December of 2002, the McLean County Health Department was notified by the Illinois Department of Public Health that CDC was implementing phases I and II of its plan to administer smallpox vaccinations to critical health care workers (frontline public health staff and emergency room/intensive care hospital workers) on a voluntary basis during the first 8 months of 2003. It is anticipated that reallocation of a portion of the \$115,427 in federal resources will be required to carryout the clinics and cover the cost of consumables. The Health Department is working with the Illinois Department of Public Health to clarify this process.

An Ordinance of the McLean County Board
Amending the 2002 Combined
Appropriation and Budget Ordinance for Fund 0107

WHEREAS, Chapter 55, Section 5/6-1003 of the Illinois Compiled Statutes (1992) allows the County Board to approve appropriations in excess of those authorized by the budget; and,

WHEREAS, the McLean County Health Department has requested an amendment to the McLean County Fiscal Year 2002 appropriation in Fund 0107 AIDS/Communicable Disease Prevention for Grants received from the Illinois Department of Public Health for the Health Alert Network Build Out and broadband internet connection, and the Board of Health and Finance Committee concur; and,

WHEREAS, the County Board concurs that it is necessary to approve such amendment, now, therefore,

BE IT ORDAINED AS FOLLOWS:

1. That the Treasurer is requested to increase line 0407-0072 Bioterrorism Grant - in Fund 0107, Department 0061, Program 0062, and increasing the appropriation by \$27,290 from \$20,511 to \$47,801.
2. That the County Auditor is requested to increase the appropriations of the following line - item accounts in Fund 0107, Department 0061, Program 0062, AIDS/Communicable Disease Prevention as follows:

LINE	DESCRIPTION	PRESENT AMOUNT	INCREASE	NEW AMOUNT
0795-0003	Telephone	\$ 685	\$ 5,950	\$ 6,635
0833-0002	Purchase Computer Equip.	\$ 1,500	\$21,340	\$ 22,840
TOTALS:		\$ 2,185	\$27,290	\$ 29,475

3. That the County Clerk shall provide a copy of this ordinance to the County Administrator, County Treasurer, County Auditor, and the Director of the Health Department.

Adopted by the County Board of McLean County this _____ day of _____, 2003.

ATTEST:

APPROVED:

Peggy Ann Milton, Clerk of
the McLean County Board of
the County of McLean

Michael F. Sweeney Chairman of the
McLean County Board

An Ordinance of the McLean County Board
Amending the 2003 Combined
Appropriation and Budget Ordinance for Fund 0107

WHEREAS, Chapter 55, Section 5/6-1003 of the Illinois Compiled Statutes (1992) allows the County Board to approve appropriations in excess of those authorized by the budget; and,

WHEREAS, the McLean County Health Department has requested an amendment to the McLean County Fiscal Year 2003 appropriation in Fund 0107 AIDS/Communicable Disease Prevention, and the Board of Health and Finance Committee concur; and,

WHEREAS, the County Board concurs that it is necessary to approve such amendment, now, therefore,

BE IT ORDAINED AS FOLLOWS:

1. That the Treasurer is requested to increase revenue line 0407-0072 Bioterrorism Grant - in Fund 0107, Department 0061, Program 0062, and establishing an appropriation of \$73,219.00.
2. That the County Auditor is requested to increase the appropriations of the following line - item accounts in Fund 0107, Department 0061, Program 0062, AIDS/Communicable Disease Prevention as follows:

LINE	DESCRIPTION	PRESENT AMOUNT	INCREASE	NEW AMOUNT
0503-0001	Full Time Employees	\$ 27,661	\$ 8,072	\$ 35,733
0515-0001	Part Time Employees	\$ 25,863	\$13,106	\$ 38,969
0599-0001	County IMRF Contrib.	\$ 2,519	\$ 962	\$ 3,481
0599-0002	Employee Medical	\$ 2,346	\$ 561	\$ 2,907
0599-0003	Social Security Contrib.	\$ 4,149	\$ 1,696	\$ 5,845
0607-0001	Food	\$ 0	\$ 200	\$ 200
0612-0003	Educational Supplies	\$ 5,154	\$ 5,175	\$ 10,329
0620-0001	Office Supplies	\$ 600	\$ 200	\$ 800
0629-0001	Printed Forms	\$ 2,400	\$ 2,400	\$ 4,800
0630-0001	Postage	\$ 1,600	\$ 250	\$ 1,850
0778-0001	DP User Fees	\$ 0	\$ 2,000	\$ 2,000
0793-0001	Travel	\$ 700	\$ 4,084	\$ 4,784
0795-0003	Telephone	\$ 1,900	\$ 237	\$ 2,137
0833-0002	Purchase Computer Equip.	\$ 0	\$34,276	\$ 34,276
TOTALS:		\$ 74,892	\$73,219	\$148,111

3. That the County Clerk shall provide a copy of this ordinance to the County Administrator, County Treasurer, County Auditor, and the Director of the Health Department.

Adopted by the County Board of McLean County this _____ day of _____, 2003.

ATTEST:

APPROVED:

Peggy Ann Milton, Clerk of
the McLean County Board of
the County of McLean

Michael F. Sweeney Chairman of the
McLean County Board

F:\adm\budg\02bioterroramendment

A Resolution Amending the Fiscal Year 2003 McLean County Full-Time Equivalent Position Resolution Associated with an Ordinance to Amend the Fiscal Year 2003 McLean County Combined Appropriation and Budget Ordinance for Fund 0107.

WHEREAS, the County Board adopted a funded Full-Time Equivalent Position Resolution on November 19, 2002 which became effective on January 1, 2003; and,

WHEREAS, it becomes necessary to increase the Funded Full-Time Equivalent Position Resolution to authorize position changes associated with additional grant resources for the CDC Bioterrorism Grant from the Illinois Department of Public Health;

Therefore, Be it resolved by the McLean County Board, now in regular session, that the said funded Full-Time Equivalent Positions Resolution be and hereby is amended as follows:

Action	Fund	Program	Position Classification	Annual FTE	Months	Now	New
Increase	0107-0061	0062	0503-8113	.32	9.0	.02	.26
Increase	0107-0061	0062	0515-8127	.39	9.0	.20	.49

This Amendment shall become effective and be in full force immediately upon adoption.

Adopted by the County Board of McLean County this _____ day of _____ 2003.

APPROVED

Michael F. Sweeney, Chairman
McLean County Board

ATTEST:

Peggy Ann Milton, Clerk of McLean County
Board of the County of McLean

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Health Department

200 W. Front St. Room 304 Bloomington, Illinois 61701 (309)888-5450

Memorandum

To: Honorable Members McLean County Board Finance Committee

From: Robert J. Keller, Director 

Date: December 27, 2002

Re: Relationship of Finance Committee Actions to Board of Health Agenda Items

Following the last transition of the County Board Finance Committee in 2000, I prepare an overview of the types of Health Department actions that the committee addresses. I thought it prudent to prepare a similar overview for new committee members. For those members continuing on the Finance Committee, the material that follows will serve as a refresher.

In order to gain a better understanding of likely action items to be submitted by the Board of Health, 377 Board, and TB Board to the committee, it is important to restate the unique relationship of these boards to the County Board. As separately constituted appointed boards, Illinois Compiled Statutes sets forth their powers and duties in a number of areas including personnel oversight, financial approval authority, program approval authority, and contracting. County Board oversight rests in the areas of tax levy approval, annual budget approval, approval of amendments to the annual budget, and adoption of enforcement ordinances. It is within those areas - following initiation and approval by the Board of Health, 377 Board and TB Board - that the Health Department brings matters to committees of the McLean County Board. The following narrative briefly describes each of the types of actions likely to come before the Finance Committee:

Budget Amendments

The McLean County Health Department maintains 25 separate grants and nearly 10 purchase of service contracts with various public and private funding entities. These include: the Illinois Department of Human Services (DHS), the Illinois Department of Public Health IDPH), the John M. Scott Commission, City of Bloomington Township, Normal Township, Susan G. Komen Foundation, Illinois Department of Public Aid (IDPA), et al. These contracts operate on varying fiscal years and, for the most part, revenue and expenses are tracked through separate self-balancing grant funds. The self-balancing grant funds are developed to provide adequate revenue to cover all personal services, fringe benefits, commodity, contractual, and capital expenditures. The County Board appropriates annual amounts for these funds as part of the budgeting process based upon current contract levels. However, from time-to-time, contracting entities will increase or decrease funding amounts throughout the year. It is at these times that budget amendments are submitted for review to the Finance Committee for the purpose of increasing or decreasing calendar year appropriations within designated grant funds. It is also not uncommon for the

Board of Health to approve a new grant or contract program. Again, budget amendments will be prepared for committee review in order to adjust the appropriate grant fund. Under this system, the Finance Committee handles appropriation matters that have previously been approved both programmatically and fiscally by the McLean County Board of Health.

FTE Resolution Amendments

A companion schedule that accompanies each County budget is the annual Full-time Equivalent (FTE) Resolution. As many of you are aware, the FTE resolution depicts a department's staffing complement – measured in decimal equivalents of a full-time position – for each job category within each fund. Within the Health Department, personnel are distributed among the various funds it controls, including grant and contract funds, based upon a reasonable prior estimate of time allocation and duties performed. Therefore, one full-time position may be allocated over several funds and be shown as partial FTEs within each those funds. If personnel are increased or decreased as a result of a new or amended grant/contract, an FTE resolution adjustment will accompany the corresponding financial transactions within the budget amendment.

Ordinance Amendments

Under the County and Multi-County Health Department Act, boards of health recommend adoption or amendments to enforcement ordinances. In the case of the McLean County Health Department, food sanitation and private sewage disposal ordinances are periodically amended. Annually, the Health Department adjusts fees that are associated with these two ordinances in line with County Board budget policy and unit cost calculations. Periodically, both ordinances are subject to amendment based upon changes in Illinois Department of Public Health Rules and Regulations. IDPH rules are adopted by reference and comprise the majority of the substance of both ordinances. In addition to environmental health ordinances, the Health Department performs regulatory functions under the animal control program. The County Board delegated administrative authority for the animal control program to the Health Department in 1983. Animal control ordinances contain enforcement provisions as well as a fee structure. Periodically, based upon staff recommendations, the Board of Health will also review and recommend amendments to animal control ordinances.

If I can be of any assistance in providing further clarification, do not hesitate to contact me.



**PEGGY ANN MILTON
COUNTY CLERK**

(309) 888-5190

Fax (309) 888-5932

Tax Extension (309) 888-5187

Voter's Registration (309) 888-5186

104 W. Front Room 704 Bloomington, IL 61701

E-mail: peggyann@mclean.gov Website: www.mclean.gov

DATE: December 31, 2002

TO: Finance Committee Members

FROM: Peggy Ann Milton

RE: Altering Office Hours

During discussions with the Finance Committee, it was recommended that I consider the possibility of altered business hours. Altering hours that our office is open to the public could potentially eliminate the need for more over-time hours, and additional employees.

Our office conducted a public survey by having citizens fill out a questionnaire. After talking with Tari Renner, I believe his students may be willing to compile the results to help me make a recommendation to the Finance Committee. I will be turning over the survey cards to Tari Renner for further evaluation.

At John Zeunik's suggestion, we altered the tax administrator's hours in an effort to reduce that position's over-time and this seems to be working well.

Thank you for your input over the past year and I look forward to working with each of you in the New Year.

cc: John Zeunik

**An Ordinance of the McLean County Board
to Establish a Tax Sale Automation Fund in the Office of the County Treasurer**

WHEREAS, the County Treasurer performs certain County Collector duties, including sale of property for delinquent taxes: and,

WHEREAS, an automated record keeping system is used for processing delinquent property tax sales; and,

WHEREAS, the County Collector may assess to the purchaser of property for delinquent taxes a fee of not more than \$10.00 per parcel; and,

WHEREAS, pursuant to 35 ILCS 200/21-245, the County Board may make expenditures from the Tax Sale Automation Fund to pay any costs related to the automation of property tax collections and delinquent property tax sales, including the cost of hardware, software, research and development, and personnel; and,

WHEREAS, the Finance Committee at its regular meeting of January 7, 2003 recommended that the County Board authorize the County Treasurer to establish a Special Revenue Fund for the deposit and expenditure of fees collected by the County Collector pursuant to law effective January 1, 2004; now, therefore

BE IT ORDAINED by the McLean County Board as follows:

(1) Effective January 1, 2003, the County Treasurer is hereby authorized to establish a Special Revenue Fund entitled "Tax Sale Automation Fund," for deposit of fees assessed by the County Collector to purchasers of property for delinquent taxes, which fund shall be used to pay any costs related to the automation of property tax collections and delinquent property tax sales, including the cost of hardware, software, research and development, and personnel.

(2) The County Clerk shall forward a certified copy of this Ordinance to the County Treasurer and the County Administrator.

ADOPTED by the McLean County Board this 21st day of January, 2003.

ATTEST:

APPROVED:

Peggy Ann Milton, Clerk of the County Board
McLean County, Illinois

Michael F. Sweeney, Chairman
McLean County Board

RESOLUTION
OF THE McLEAN COUNTY BOARD
ESTABLISHING MILEAGE REIMBURSEMENT
FOR USE OF PRIVATE VEHICLES FOR COUNTY BUSINESS

WHEREAS, the McLean County Board adopted an Ordinance Amending and Establishing the County Officer and Salaried Employee Travel/Expense Reimbursement Policy for McLean County on February 19, 2002; and,

WHEREAS, the increasing costs of operating and maintaining a private vehicle have been recognized by the McLean County Board and the Internal Revenue Service; and,

WHEREAS, the McLean County Board has reviewed the issue of appropriate mileage reimbursement for the use of private vehicles for conducting County business; and,

WHEREAS, the McLean County Board, at its regular meeting on January 21, 2003, recommended that effective January 1, 2003, the mileage reimbursement rate for use of private vehicles for conducting County business be set at 36 cents per mile for all County officials and employees; now, therefore,

BE IT RESOLVED by the McLean County Board as follows:

(1) That the mileage reimbursement rate for use of private vehicles for conducting County business for County officials and employees is hereby set at 36 cents per mile effective as of January 1, 2003.

(2) That those persons who are eligible for mileage reimbursement in accordance with the Ordinance Amending and Establishing the County Officer and Salaried Employee Travel/Expense Reimbursement Policy for McLean County are hereby to be reimbursed at the rate of 36 cents per mile, effective as of January 1, 2003.

(3) That the mileage reimbursement rate for use of private vehicles for conducting County business for County officials and employees shall be reviewed annually by the McLean County Board.

(4) That the County Clerk shall provide a certified copy of this Resolution to the County Auditor and the County Administrator.

(2)

ADOPTED by the McLean County Board this 21st day of January, 2003.

ATTEST:

APPROVED:

Peggy Ann Milton, Clerk of the County Board,
McLean County, Illinois

Michael F. Sweeney, Chairman
McLean County Board

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